Kettlebrook Short Stay School

E-Safety Policy statement

NAME OF POLICY: E-Safety	FEDERATION KSSS ONLY BPRU ONLY		POLICY NUMBER: SSU KSSS 4
EFFECTIVE DATE: RATIFIED BY MC Nov 2021		*REVIEW DATE BY SLT: July 2024 REVIEW DATE OF POLICY BY MC: Nov 2025	
AUTHOR OF POLICY: S Harris		PERSON(S) RESPONSIBLE FOR REVIEWING/UP DATING: S Harris	

DATE OF CHANGE	AUTHOR OF CHANGE	DESCRIPTION OF CHANGES	PAGE NUMBER OF CHANGES	NEW REVIEW DATE*

E-Safety Policy Statement

This policy should be read alongside Kettlebrook Short Stay School's other policies and procedures.

More information about safeguarding and child protection can be found
www.learning.nspcc.org.uk/key-topics/safeguarding-and-child-protection

https://www.gov.uk/government/publications/teaching-online-safety-in-schools

The purpose of this policy statement

Kettlebrook Short Stay School works with children and families. As a school we use Computers, devices and the internet as a way of communicating with families, as a part of learning in school, and remote learning from home.

The purpose of this policy statement is to:

• ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices

• provide staff and volunteers with the overarching principles that guide our approach to online safety

• ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

The policy statement applies to all staff, children and young people, visitors, and anyone involved in Kettlebrook Short Stay School's activities over all sites.

Legal framework

This policy has been drawn up by NSPCC on the basis of legislation, policy and guidance that seeks to protect children in England and adapted by KSSS.

Summaries of the key legislation and guidance are available on:

- online abuse learning. www.nspcc.org.uk/child-abuse-and-neglect/online-abuse

- bullying learning www.nspcc.org.uk/child-abuse-and-neglect/bullying

- child protection learning www.nspcc.org.uk/child-protection-system

We believe that:

- children and young people should never experience abuse of any kind,

- children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times by knowing what to do, who to contact, and how to stay safe online.

We recognise that:

- the online world provides everyone with many opportunities; however, it can also present risks and challenges

- we have a duty of care to ensure that all children, young people and adults involved in our organisation are protected from potential harm online

- we have a responsibility to help keep children and young people and staff stay safe online, whether or not they are using Kettlebrook's network and devices

- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse

- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.

We will seek to keep children and young people safe by:

• appointing an online safety coordinator [S Harris AHT] to work with others:

IT support technician – weekly support (J.Highfield)

Live computer monitoring – Software (S.Goroll & K.Rogers – EHT)

 • providing clear and specific directions to staff and Visitors on how to behave online through our behaviour code for adults

 • supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others through IT & PSHE lessons, and as required by staff

 • supporting and encouraging parents and carers to do what they can to keep their children safe online [through leaflets, posters, emailed to them during the year by SH]

 • developing an online safety agreement for use with young people and their parents/carers [by SH via emails; p/c meetings etc]

 • developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person. [by SH by Dec 2021]

 • Reviewing and updating the security of our information systems regularly per term with support Technician and overall by SH on an annual basis – July; all changes are shared with staff and Management Committee.

 • ensuring that user names, logins, email accounts and passwords are logged centrally on the login database by Admin staff on entry for students and staff. Staff monitor student's use of IT effectively each time that students log on. (Smoothwall monitoring system by SG & KER).

 • ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate under GDPR (staff receive annual GDPR INSET and updates during the academic year).

 • Ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given (as signed for in the on entry Pre-admissions induction pack)

 • providing supervision, support and training for staff and visitors about online safety [by SH when required]

• examining and risk assessing any social media platforms and new technologies before they are used across the organisation.

If online abuse occurs, we respond to it by:

• Having clear and robust safeguarding procedures in place for responding to abuse (including online abuse - safeguarding policy + behaviour policy +remote learning policy

• providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation – staff have access to The National College INSET to up skill if required

• Making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account – via daily debriefings and regular updates from SLT.

• reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term – by SH

Related policies and procedures This policy statement should be read alongside our organisational policies and procedures, including:

• Child protection – COMPLETED ONCE THIS ESAFETY POLICY IS FINALISED.

• Procedures for responding to concerns about a child or young person's wellbeing

• Dealing with allegations of abuse made against a child or young person

• Managing allegations against staff and volunteers

• Code of conduct for staff

Staff CofC June 2020.docx

• Anti-bullying policy and procedures

Anti-bullying-policy-FEB 2019.docx

- Photography and image sharing

Behaviour policy

📄 Behaviour Policy Sept 2018.docx

Wellbeing policy – BEING DEVELOPED

Remote learning policy 📄 KSSS Remote Learning Policy KSSS

GDPR & PRIVACY NOTICE: 📄 DATA & GDPR Policy JUNE 2018 March 201

USER AGREEMENT: each time anyone correctly logs onto the ICT system at KSSS

Contact details Online safety co-ordinator

Name: Sam Harris

email: sam.harris@kettlebrook.staffs.sch.uk

DSL & Senior lead for safeguarding and child protection Name: Brian Sims – Head of School

email: brian.sims@kettlebrook.staffs.sch.uk

NSPCC Helpline 0808 800 5000

OTHER REFERENCE INFORMATION:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/811796/Teaching_online_safety_in_school.pdf

https://www.legislation.gov.uk/ukpga/1990/18/contents

https://www.legislation.gov.uk/ukpga/1990/18/contents/enacted

https://www.legislation.gov.uk/ukpga/1988/27/contents

ON-LINE ABUSE

Log on Arbor

Level 1 or 2 behaviour

Gather evidence

Support offered

taking screenshots or printing web pages. Do not allow the deletion of phone messages.

Support and reassure. Offer option of Tracie (staff) or Sarah (student) if needed.

Advise student of seriousness of abuse. Tell them to stop (if witnessing). Switch off the device and explain potential consequences for the victim and themselves.

Level 3 behaviour

Inform parents

Level 4 or 5 behaviour

Report to SLT

Information supplied

Give advice to prevent it happening again. Details on how to block someone, changing passwords, reporting abuse to sites.

Offer Restorative justice

school account access suspended

Explain about online abuse and the law.
Give them an opportunity to make amends.
Help them find more appropriate/healthy ways to express themselves.

Involve other agencies

Police, Social services, YOT,